

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 7, 2009

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Greg Begin, Frank Campana, Carl Knapp, Tina Connor, Sherry Burdick, Heleen Kurk, Neal Kurk, Jan Snyder

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Campana said in 2005, which was the last time a proposed town budget was passed; the part time officer's line for the Police Department was \$54,000. Mr. Campana is questioning how they got from the \$54,000, which was voted in for the proposed budget of 2005, to a \$90,000 budget line, if in fact the default is last year's budget. He said he knew at one time the Deputy Police Chief's salary came from this line. Chairman Clow said at one time the Deputy Police Chief's salary was separate and then it was combined into one figure and that would account for the discrepancy. Selectman Donison said they work from the bottom line of the budget. Mr. Campana said to come up with the budget they do go line by line. Selectman Lacasse said last year they did the budget line by line and took from one line to make up another line, as an attempt to get the budget more in line of what the actual spent was. Chairman Clow said each expense is credited to the line that it was actually spent on or relates to.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated December 10, 2009. Passed 5-0-0

Accounts payable	\$79,762.79	
Gross Payrolls	\$45,117.38	(Includes Spec. Detail, Taxes, Credit Union)
	<u>\$3,860.88</u>	(Fire Monthly)
Total	\$128,741.05	

MEETING MINUTES

Vice Chairman Butt moved, Selectman Osborne seconded to approve the minutes of October 19, 2009 as amended. Passed 5-0-0

Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of November 16, 2009 as amended. Passed 5-0-0

Selectman Donison moved, Selectman Osborne seconded to approve the minutes of November 23, 2009 as written. Passed 4-0-1 Selectman Lacasse abstained.

Selectman Osborne moved, Selectman Lacasse seconded to approve the minutes of November 30, 2009 as amended. Passed 4-0-1 Selectman Donison abstained.

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250th HISTORICAL SOCIETY UPDATE – Mrs. Heleen Kurk asked the Board of the Selectmen if they would be willing to include the following warrant article on the ballot:

Warrant Article to permit use of tercentennial trust fund for sesquicentennial celebrations

Shall amounts held in the Weare Tercentennial Trust Fund, established by Warrant Article 52 adopted by the voters in 1985 for the purpose of celebrating Weare's three hundredth anniversary in 2064, and consisting of the balance of funds raised for the Town's bicentennial celebration, be available for expenses for funding the Town's 250th Anniversary celebration and approved by the Board of Selectmen relating to the Town's sesquicentennial in 2014.

Vice Chairman Butt asked when the article was adopted in 1985 was it expressed to celebrate the 250th anniversary. Mrs. Kurk said yes, there was money left over from the 200th celebration and it was put into the account. Mrs. Kurk said there is \$7,000 currently in the account and would like to utilize the funds for the 250th celebration. Vice Chairman Butt asked if when the fund was created were the BOS agents to expend. Mrs. Kurk believes so with information she has gathered from the Trustees. Vice Chairman Butt asked if they were planning on funding the fund any further. Mrs. Kurk said they will be getting a better idea of what will be planned in 2011, including cost. They need feedback from other entities. She said they feel it is not reasonable to ask the town for money this year, but they will need more money in the future. Vice Chairman Butt asked if they want to use this fund as a depository for any funds raised with the BOS as agents to expend. Mrs. Kurk said they have a checking account; Chamber of Commerce gave them a donation for their mailings. They have a non profit status. Chairman Clow said this money and any other money appropriated through the town will be in a separate account. Mrs. Kurk said there will be a note in the Town's Report to inform residents of the upcoming anniversary. Vice Chairman Butt would like to look into whether this would require a 3/5 majority vote.

Ms. Sherry Burdick said the Weare Historical Society and the 250th Anniversary Committee would like approval from the Board to seek grants. She said some grant will be straight funds and some will require matching funds. Chairman Clow said if they are matching grants it would be good to look at some of the items that have already been identified and utilize the matching funds for those projects. Ms. Burdick said they are town owned buildings and they need approval from the BOS to seek grants. Vice Chairman Butt said he would need to know in advance if the grants require matching funds. Selectman Lacasse said he would not be in favor of federal money; it would have to come from the State of NH. Chairman Clow said the Board would like to be made aware of any grant applied for. It was agreed that they will notify the Board of any grants they apply for.

Vice Chairman Butt moved, Selectman Lacasse seconded to accept the request to have an article placed on the warrant that would use previously appropriated funds for the town's 300th anniversary to be available for the towns 250th anniversary. Passed 5-0-0

Mrs. Bolton discussed health insurance. She received a quote for a 16% increase that would have higher co pays. Chairman Clow asked for a spread sheet for comparisons for their next meeting.

It was discussed that the Board will receive revenue numbers on Monday, December 14, 2009.

2010 POLICE DEPARTMENT BUDGET – Chief Begin said the police overtime line has increased; they are paying officers that were in the academy and also paying to cover the shifts.

Police vehicle repair – increased, due to increase in cost for repairs.

Building maintenance – Request to hire a custodian for 16 hrs per week at \$15 per hr; total budget \$12,500.

It was discussed that gasoline was budgeted at \$2.75 per gallon and based on current use of fuels.

Selectman Lacasse mentioned the part time secretary wage line and asked the Chief if he is anticipating hiring someone. Chief said yes and said they are not staying open at night due to coverage; they are only open 8-4.

Vice Chairman Butt said they are obligated to supply tires, and asked about the tire purchase being in the default budget. A discussion on the revenue from using cruiser on details and the revenue going into a

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Revolving Fund. Chief Begin said he was under the impression he could use that fund to purchase a vehicle. Mrs. T. Connor said if it were a Special Revenue Fund you could, but this is a Revolving Fund and specifies wages and goes into the General Fund. Chairman Clow said they would have to change the wording on the Special Revenue Fund. The Revolving Fund is for the wages paid to the officers through details. Chairman Clow said if they show the amount of money coming in from revenue for the Special Revenue Fund, he would be comfortable taking the money from that fund to purchase a vehicle. Chairman Clow said the money cannot be spent without being appropriated. It was discussed that there is revenue that comes from using cruisers for special details and it was questioned if they can use the money for vehicle maintenance.

Chairman Clow said they need to revisit the revolving fund and what it can be used for.

Chief Begin said he will be at full staff with officers once they come back from the academy. Discussion that the town pays for the officers to go to the Academy and there is no agreement for them to stay on after the training.

Selectman Lacasse questioned the Police Contracted Services line. Chief Begin said he does not have definite amounts. These are maintenance contracts.

Chief Begin said he is looking into other dispatch centers and is still in negotiations.

Line 680 -700 they did not spend all that was budgeted in this line, but are still requesting that amount for 2010. Chief Begin said he has not spent anything, because all the money from his budget is going into the overtime line. He said when he does not have to continuously use the money for the overtime line then he will utilize it for the line it is meant to be. Some officers are still using the old radios because he cannot afford the new ones.

Chief Begin said he could use 25% more in his budget, but knows it would have been shot down. Vice Chairman Butt said they need to see what it is he needs.

Selectman Donison said there is \$100,000 left in the police budget for the year.

Selectman Osborne asked when they will stop seeing some officers have 110 hours a week on the Manifest. Chief Begin said a lot of these hours are detail hours.

Selectman Donison said if there is a remaining dollar amount and there is something that is really needed, it should be purchased. It was discussed that the radar trailer was a grant, it was accepted, and should be maintained.

Selectman Lacasse asked about supplies, computer equip, update software and furniture. It was discussed the money that was budgeted for these items was used to pay for overtime.

Chief Begin said he does not see them adding an additional officer this year.

Uniforms – Chief Begin is anticipating hiring more part timers and they need uniforms.

Armorer – Chief Begin said they have not spent the amount, the demand is there but the supply is not available.

Shooting, first aid, CPR, 8 hrs additional training per year – this is all mandated by the state

Vice Chairman Butt asked about police contracted services. It was discussed this line is for boiler, generator, furnace and air conditioner maintenance. It is not a contractual obligation.

Computer services – needs to be broken out.

Animal Control Officer – The ACO does not work a specified amount of hours and is paid for the hours worked.

2010 PUBLIC WORKS BUDGET

Highway Budget – Mr. Knapp said there is a discrepancy in wages. There was a new line added for Hepatitis shots and drug and alcohol testing \$3,981.00. Mr. Knapp said that if you hold a CDL license, by federal law, your name goes into a consortium to be tested.

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747 – This is a new line for the paint for the striper that was purchased; proposed \$2,500 for paint. Vice Chairman Butt said he was not aware of the annual cost for the striper. He feels they are taking on tasks that they were not doing and was unaware that in addition to the purchase, the work load was increased. It was discussed it will take two people to use, 1 week a year. The roads have not been identified yet. Vice Chairman Butt asked if there are any requirements to do the striping. Mr. Knapp said no, but once you do, you have to keep it maintained. The paint is \$5.00 per gallon. Selectman Osborne asked Mr. Knapp if the striper went out to bid. Mr. Knapp said it did not because there is only one place that sold them. Selectman Osborne asked Mr. Knapp if he went to the Selectmen for approval to purchase the striper. Mr. Knapp said no, that he went to Mrs. Bolton.

190 – This is for Highway vacation/bonus accruals and is a onetime expenditure. An employee will be retiring on April 15, 2010. The Board discussed they need a warrant article to cover this fund. They are obligated to pay this amount and it needs to go in the default budget.

610 – Shop Supplies there is \$2,848.00 left in this line as of today.

687 – Truck phone request of \$5,000; there is currently no phone in the truck.

Selectman Lacasse asked about Highway meeting seminars and the fact they did not used half of what he is requesting. Mr. Knapp said for over a year he was asked not to attend any training. Mr. Knapp would like to hold a training class in the spring.

627 – Highway inspection machine equipment; \$500.00 for the year to inspect all town vehicles.

741 – Chainsaw supplies. Mr. Knapp submitted bills to FEMA and they were reimbursed in 2009. Mr. Knapp said these supplies need to be replenished.

The price per ton of salt decreased.

681 – Highway Tree Removal; this line reflects the chipper purchase.

Fuel – The Police Department uses 2,000 gallons per month. The Fire Department uses 150 gallons per year.

Vice Chairman Butt asked about servicing other department's vehicles. There are no inter-department labor charges, other departments are just charged for parts and supplies.

Mr. Knapp mentioned utilizing synthetic oils for the vehicles, which will reduce the costs.

Transfer Station – Mr. Knapp said the big increase is in Concord RR Recovery, \$167,173. In the past the amount of tonnage was an estimate, now they pay for what they bring there. Mr. Knapp said if the town recycles more the bill will go down.

Mr. Knapp said that overtime will be utilized to cover vacations. Mr. Knapp said he is being realistic with his budget.

Sewer – Mr. Knapp said this entire budget is charged to the customers. The electricity will continue to increase due to the fifteen pumps.

Water District – Mr. Knapp said water testing is the largest portion of this budget and there is one more test for this year. Mr. Knapp is the only one licensed to test the water.

Mr. Knapp said by 2012 they need to have a plan to replace all their street name signs and stop signs with retro reflect signs. He will be providing a number to the Board shortly.

Mr. Neal Kurk, Finance Committee, informed the Board that at their December 2nd meeting the committee voted to recommend only those budgets which do not result in a tax increase. This is due to tough economic times for the town and the residents. Mr. Kurk said members of the committee are willing to work with the Board of Selectmen to ensure that taxes are not increased.

ADMINISTRATIVE REPORT – Mrs. Bolton informed the Board that the Fire Department received a \$300 check in October from the Fire Fighters Charitable Foundation to help purchase a Z10 training kit for the Fire

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Department. The grant needs to be accepted by the Board of Selectmen before purchasing the kit. The Fire Department will have to pay \$90 towards the purchase price. This grant was not applied for.

Selectmen Donison moved, Chairman Clow seconded to accept a \$300 grant donation from the Fire Fighters Charitable Foundation Inc. Passed 4-0-1 (Selectmen Lacasse was not present at the time of the vote)

Mrs. Bolton told the Board that Chief O'Brien has offered to help assist her in putting together a narrative to apply for the Safer Grant. Vice Chairman Butt said there seems to be a disagreement within the Fire Department; some want to put per diem EMT's on the warrant as a petitioned article. It was discussed that people who volunteer cannot apply for the position with the grant. This grant would cover the cost to hire two full time EMT's and has a requirement that the 3rd year the town will have to pay the salary of the two EMT's.

Vice Chairman Butt said there seems to be a disagreement with the Board of Fire Wards and a group of EMT's who don't like the grant. Vice Chairman Butt wants to get this resolved; he does not want to go through the process of applying for the grant and not have the fire department want the grant. The deadline on the grant is December 18th.

Chairman Clow said it would be foolish not to apply for the grant if it covers the cost of two rescue personnel for two years. Chairman Clow said they have had five Fire Chief's from surrounding towns telling them how much this is needed. It was discussed there are not currently rescue people in town during the day. Chairman Clow said the worst case scenario is that they get three years of service for one year of pay. Vice Chairman Butt said it would cost \$80,000 to hire two EMT's to cover 10 hours per day each. The grant would come through FEMA and Homeland Security and would cover the cost to hire two EMTs to provide daytime coverage.

Selectman Lacasse said he would rather adequately inform residents of the problem they are having in town and not look to the outside as a source of funding. Vice Chairman Butt said if they can find the money within their budget to hire a Fire Chief who is EMT certified and one other person who is available during the day then they can work together to take care of mutual aid calls. There are five calls a month totaling 60 calls per year for \$30,000 and this would pay for the EMT and just have to find the money within the budget for the Fire Chief.

Vice Chairman Butt said they can't get the Board of Fire Wards to agree. The Board discussed they need to sit with the Board of Fire Wards and discuss these issues. Chairman Clow does not see how they can hire a part time Fire Chief and expect him to be a full time EMT as well. Vice Chairman Butt feels the Fire Chief would spend a small percentage of his time as an EMT. Chairman Clow said there is a lot required of a Fire Chief.

Chairman Clow said after meeting with the Board of Fire Wards and if they hear they do not want this grant, he would not want to go ahead with applying. Selectman Donison said if they can hire a part time Fire Chief funded by the mutual aid calls then why apply for the grant. Chairman Clow said that does not solve the problem of having people available during the day. Vice Chairman Butt said they are able to answer all but 4-5 calls a month during the day and they had to utilize mutual aid. It was discussed that 80% of the calls are non fire related. The Selectmen discussed that the Board of Fire Wards needs to come together and make a decision. Chairman Clow said there is no town around their size that does not have full time staffing. Chairman Clow said they need to have emergency services available during the day for the 10,000 residents in town.

Chairman Clow said another problem is they still do not have a proposal before them from the Fire Department, which makes it hard to build their case.

Chairman Clow said to get some of these issues resolved; the Board of Fire Wards meetings need to become more public. Chairman Clow proposed the Board of Fire Wards meet at the Town Office and have their meetings televised.

Chairman Clow suggests that there be enough work done on the grant application so that after meeting with the Board of Fire Wards and if the decision is to move ahead than the application process will not be too far behind to be submitted on December 18th.

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Mrs. Bolton will invite the Board of Fire Wards to the Monday, December 14th meeting of the Board of Selectmen.

OPENING BIDS FOR TOWN REPORT AND TOWN MAILER

Bids from the following printing companies were opened:

- Brothers Bindery and Printing LLC, Hudson, NH
- AC Brawshaw and Co Inc
- Penmore Lithographers
- Performer Printing
- Select Print Solutions

Mrs. Bolton will summarize the results of the bids for the next meeting.

Selectman Osborne mentioned there was a lot of compensation time noted on the Manifest. It was discussed that compensation time needs to be used by the end of the year or it will be lost.

The Board of Selectmen discussed they will be formally requesting that the Board of Fire Wards utilize the Selectmen's Conference Room on the second Monday of every month to hold and televise their meetings.

The Board of Selectmen discussed that they were contacted by a local business owner asking for a deferment of taxes because of the present economy. The outstanding taxes on the property are just for this year. Chairman Clow suggests referring them to the Tax Collector and informing them that there are payment options available. The town is not interested in taking property.

ADJOURNMENT at 11:28 p.m.

A True Record.

Cherry Palmisano, Recording Secretary